



Wisconsin Department of Veterans Affairs

We Honor Your Service

WACRAO Veterans Conference
Western Technical College – LaCrosse, Wisconsin
June 27-28, 2017

Program Approval



Wisconsin State Approving Agency
Madison, Wisconsin





State Approving Agency Staff

Joe Bertalan

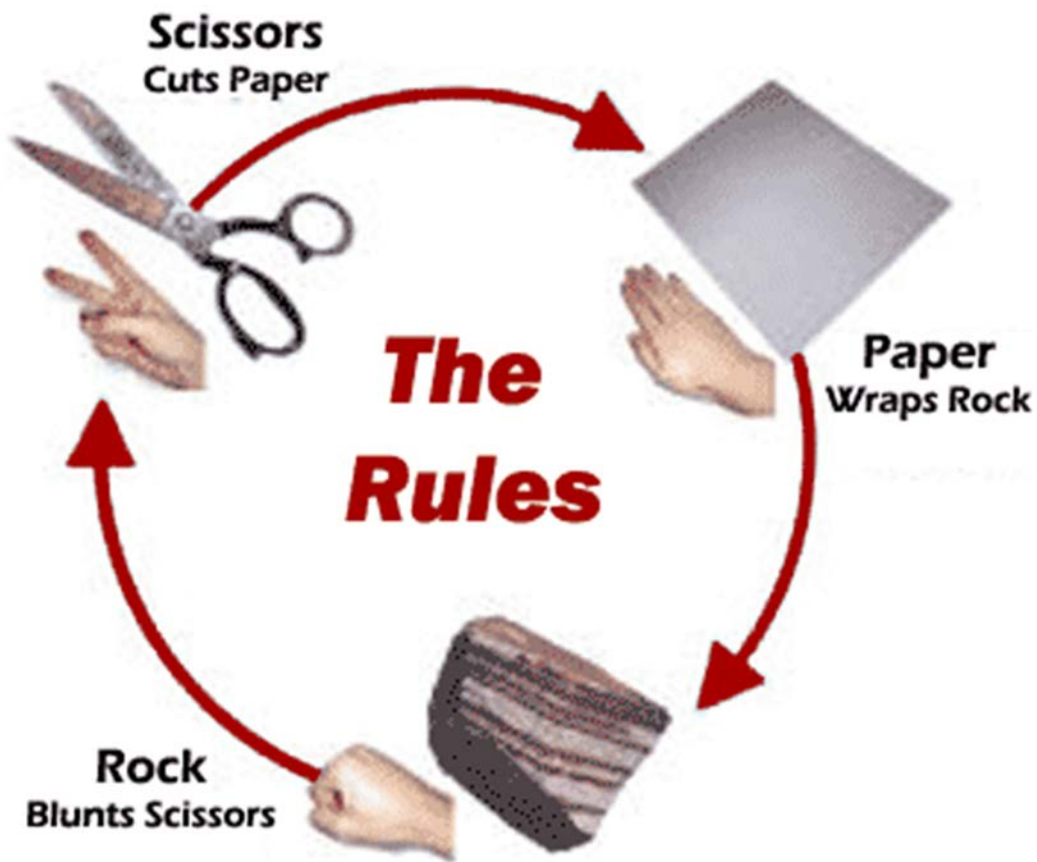
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Mark Beres

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ROCK / PAPER / SCISSORS CHAMPION





SAA Discussion Topics

- 2017 Catalog Project
 - Acceptable Media / Formats
 - Course Descriptions
 - New Forms
- Satisfactory Academic Progress
- Q&A



Wisconsin Department
of Veterans Affairs

STATE APPROVING AGENCY
201 West Washington Avenue, P.O. Box 7843, Madison, WI 53707-7843
(608) 261-8771 | 1-800-WIS-VETS (947-8387)

WISCONSIN STATE APPROVING AGENCY

Catalog Materials Submission Policy

June 2017

The Wisconsin State Approving Agency (SAA) will accept school catalogs in either hardcopy or electronic format as a part of the program approval process. *Non-accredited school and those which only offer non-college degree (NCD) programs must submit hardcopy catalogs.*

I. SCHOOLS THAT MEET THE FOLLOWING MAY SUBMIT AN ELECTRONIC CATALOG:

- A. Accredited by an agency *recognized by the U.S. Department of Education.*
http://www2.ed.gov/admins/finaid/accred/accreditation_pg5.html#NationallyRecognized
- B. Function as an Institute of Higher Learning (IHL), i.e. a college, university or similar institution, including a technical or business school, which offers postsecondary academic instruction and grants college-level degrees (Associate, Bachelor, Master or Doctorate). This includes hospitals that offer postsecondary programs, but do not grant a degree.



II. THE FORMAT FOR ELECTRONIC CATALOGS:

- A. **Locked or protected** from being altered by a third party.
- B. **Created as a permanent file, e.g., PDF. It cannot consist solely as website screen shots or hyper-links to the catalog.**
- C. Transmitted by CD, flash drive, etc., since the SAA cannot handle large email attachments.
- D. **Paginated for the electronic catalog, not for a printed catalog, if appropriate.** See CFR 21.4258 *Notice of Approval, (b)(1)(iv)*.
- E. The catalog title, edition and date are noted on the medium, e.g., CD or hardcopy.



III. THE SUBMISSION OF CATALOGS REGARDLESS OF FORMAT SHALL INCLUDE:

- A. **WDVA 2902 Program Approval Checklist.** Use the current version, which can only be obtained from the SAA. Older copies found on the Internet are incomplete; if an outdated copy is used, you will be required to re-submit the information.
- B. If hardcopy, then provide two copies of all materials submitted for approval. If a required item on Form 2902 is not found in the catalog, then identify and submit additional publications or references. **Identify the page numbers on the 2902 or that the items listed on the 2902 can be found by searching the appropriate document.**

A school with multiple campuses each having administrative capability, i.e., a separate VA facility code, is to submit two hardcopy catalog copies for each approved campus.

- C. Certify official status of all documents: "I certify that the official school publication(s) of _____ (name of school) are true and correct in content and policy." Add this to all catalogs. You may also list all official documents on Form 2902, page 1, and sign and date the form. It contains the above official statement.
- D. The SAA uses an MS Excel Spreadsheet, *Program Approval Submission Form*, to import required program information into our database. For schools already approved by the SAA, the SAA has pre-filled the spreadsheet with your school's approved programs. This is based on your last catalog approval, which could be quite old and outdated.

See tabs at the bottom of the spreadsheet for [Instructions](#) and the actual [Program Sheet](#).

Deemed Approved Schools - NOTE: Through 9/30/17, the SAA is updating approvals for public and non-profit schools. You should have already been contacted for your catalog and the spreadsheet. Please provide the information to the SAA as soon as possible.



Course Descriptions – Samples

UW Green Bay – Undergraduate Catalog, 2016

Course Descriptions ... Page 246

- **ACCTG 300. Introductory Accounting. 4 Credits.**

Principles, concepts and terminology of financial accounting including coverage of the measurement and recording of business income and transactions, current and long-term assets, current and long-term liabilities, corporate equity, statement of cash flows and financial statement analysis. Ethical considerations and analysis of company statements are integrated into the course.

- **ACCTG 301. Intermediate Accounting. 4 Credits.**

Financial accounting theory, concepts, principles and procedures relating to the measurement and reporting of cash, receivables, inventories, fixed assets, intangibles, current liabilities, long-term debt, owner's equity; preparation and understanding of the balance sheet and income statement.



WDVA Form 2911



Title 38, U.S. Code 3675, 3676

STATE OF WISCONSIN, DEPARTMENT OF VETERANS AFFAIRS
STATE APPROVING AGENCY
201 West Washington Avenue, P.O. Box 7843, Madison, WI 53707-7843
(608) 261-8771 | 1-800-WIS-VETS (947-8387)

VERIFICATION OF NON-CONTRACTED COURSES

School Name: _____

School Address: _____

Facility Code: _____

Catalog Year: _____

Courses Offered Under Contract:

38 U.S. Code of Federal Regulations 21.4252(m) states that VA may not approve the enrollment of a veteran, service member, reservist, or eligible person in a course as a part of a program of education offered by any educational institution if that institution or entity providing the course under the contract, memorandum of understanding or similar affiliation agreement has not obtained a separate approval for the course in the same manner as for any other course as required by VA regulations.

We have read and understand the above referenced regulation. We certify that the school facility has complete administrative and curriculum oversight of all programs submitted for approval and that no contracted institution, entity or employee, which has not obtained approval to offer Title 38 benefits, has any part in the administrative or curriculum oversight of any program (to include deemed-approved degrees) submitted for approval.

Signature Title of School Official

Date

The following program(s) do meet the definition of a contracted program of education. An SAA consultant will contact your facility for further discussion. If none, annotate "N/A".

PROGRAM TITLE	TOTAL UNITS	PAGE NO. IN CATALOG OR ADDENDUM



WDVA Form 2911



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Satisfactory Academic Progress

Regulations - Accredited

- 38 U.S. Code § 3474
- 38 U.S. Code § 3675
- 38 CFR 21.4253
- 38 CFR 21.4277

Regulations - Unaccredited

- 38 U.S. Code § 3474
- 38 U.S. Code § 3676
- 38 CFR 21.4254
- 38 CFR 21.4277



Satisfactory Academic Progress

- Criteria - Clear and Complete
 - Grading system
 - Minimum grades considered satisfactory
 - Conditions for interruption for unsatisfactory grades or progress
 - Description of the probationary period, if any, allowed
 - Conditions of reentrance for those students dismissed for unsatisfactory progress
 - Statement regarding progress records kept by the institution and provided to the student



Satisfactory Academic Progress

- Example Policy (Approvable):
 - Grading Policy
 - GPA: 2.0 & Pace: 67% of classes attempted
 - Definition of Terms
 - Probation (“Warning” – One Semester)
 - Suspension (One semester)
 - Notification (Letter)
 - Appeal (Petition for Reinstatement)



Satisfactory Academic Progress

Example Policy (Unapprovable):





Satisfactory Academic Progress

FAQs

- Why is this important?
- Can a school implement a policy that applies only to VA students?
- What are the minimum requirements for progress?
- What are the requirements for reentrance?
- What if a school does not a SAP policy?



Wisconsin Department of Veterans Affairs

We Honor Your Service

Questions



If you have questions, please contact the SAA.

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